

EDGEFIELD COUNTY GOVERNMENT
Part- Time Purchasing Agent/Finance Clerk

Edgefield County is seeking qualified applicants for the position of Purchasing Agent/Finance Clerk in the County Administration office. Job requirements include answering the phone for County Administration office, greeting and assisting the public, ordering supplies, performing accounts receivable, acting as Billing Clerk, and assisting with accounts payable. Clerical accuracy, mathematical proficiency, and the ability to communicate courteously and effectively are essential job skills. This position will consist of 25 hours per week. Position will remain open until filled by a qualified candidate. Edgefield County conducts pre-employment drug testing, DMV and criminal background checks on prospective employees. Applications may be obtained at the Edgefield County Government Building, 124 Courthouse Square, Edgefield, SC, or on the County website at www.edgefieldcounty.sc.gov.

EQUAL OPPORTUNITY EMPLOYER